



REGIONAL SERVICES CLERK

PAY GRADE

09

SALARY RANGE

\$16.73 – \$22.09

FLSA STATUS

Non-Exempt/Exempt

GENERAL DESCRIPTION

Performs routine (journey-level) administrative, clerical, and data management support work. Work involves performing detailed assignments in data collection, organization, and tabulation. Work also involves assisting management with the planning, development, and implementation of department programs and projects. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

- Maintains department schedules & appointments and performs reception or telephone duties as necessary.
- Performs general administrative and clerical duties including handling mail, typing, filing, and completion of simple forms.
- Develops, organizes, and maintains meeting notes and minutes.
- Reviews correspondence, reports, purchase orders, summaries, manuals, records, and other related forms for completeness and accuracy.
- Files and maintains forms, records, and reports.
- Assists with development and implementation of department plans.
- Assist with planning and preparation of meeting/event materials.
- Assist with the execution and facilitation of meetings/events.
- Performs other related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

High school graduate. Associates Degree preferred.

1 year of administrative/clerical work experience preferred.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in the use of standard office equipment and software.
- Knowledge of basic office practices and administrative procedures.
- Skill in dictation or simple transcription.
- Excellent multitasking, problem solving, and time management.
- Proficient in Microsoft Office Suite, Adobe Acrobat Pro DC, or similar software.
- Ability to proofread for basic spelling, grammar, and punctuation.
- Ability type at least 60 WPM
- Ability to communicate with the public via telephone, email, and in-person.
- Ability to greet visitors, clients, and colleagues in a friendly and courteous manner.
- Ability to organize and prioritize work.

By signing below, I acknowledge that I have read this job description, and to the best of my knowledge, meet the required knowledge and skills for this position.

Name

Date